

G-3/5/7 DISTRIBUTIVE LEARNING/CRXXI CLASSROOM REQUEST

NOTE: Save to your hard drive prior to filling form out. Thank you!

Date request made: _____ POC: _____

Unit: _____ Phone #: _____ E-MAIL: _____

Course/Event Name: _____

Date(s) of Course/Event: _____

Time of Course/Event (Start & End Time): _____

Number of students/personnel attending: ____

Check all equipment needed for training/conference (click on all boxes that apply):

☐ TNET (w/NCC) ☐ TNET (Used as Projector Only) ☐ Computers
☐ Camcorder ☐ VCR ☐ Overhead Projector ☐ Other _____

If TNET (w/NCC), list participating sites: _____

Training information will be provided by (click on all boxes that apply):

☐ CD-ROM ☐ LAN ☐ Internet
☐ Other _____

All users must provide current copies of their signed FS Form 116 and IA Awareness Training Certificates (both DoD and DA) before logging in to the computers. Training can be completed at: <https://ia.signal.army.mil/default.asp> and <https://ia.signal.army.mil/login.asp>.

NOTE: If you require software other than Windows Vista and MS Office 2007, please call 442-6895 or 442-0900 to make arrangements for loading software prior to class start date.

Check software needed for training/conference (click on all boxes that apply):

☐ Microsoft Office 2007 ☐ Other _____

Additional requirements or comments: _____

Click on all boxes for classroom(s) needed:

<u>CRXXI</u>	<u>DLS</u>
<input type="checkbox"/> SN RM 8 (CRXXI #1)	<input type="checkbox"/> SN 105 (DL1)
<input type="checkbox"/> SN RM 5 (CRXXI #2)	<input type="checkbox"/> SN 106 (DL2)
<input type="checkbox"/> SN RM 7 (CRXXI #3)	<input type="checkbox"/> SN 107 (DL3)
<p><u>Return form to:</u> Suzanne Smith-Waters (G-3/5/7); B455 McNair Hall, Room 226; e-mail Suzanne.smithwaters@conus.army.mil; <u>Questions:</u> 442-1537/2520. Contact - Glen Coleman @ 442-6895 after scheduling DLS rooms. Contact - David Ford @ 442-0900 after scheduling CRXXI rooms.</p>	

Office Use Only

Software loaded by: _____ Room Configured by: _____